

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Thursday, June 10, 2021 20

CALL TO ORDER: Mayor Williams called the Riverside, Ohio City Council Work Session to order at 6:00 p.m. at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

ROLL CALL: Council attendance was as follows: Ms. Campbell, present; Mr. Denning, present; Mrs. Franklin, present; Ms. Fry, present; Deputy Mayor Lommatzsch, present; Jesse Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Mark Carpenter, City Manager; Chris Lohr, Assistant City Manager; Tom Garrett, Finance Director; Chief Frank Robinson, Police Department; Chief Dan Stitzel, Fire Department, Kathy Bartlett, Public Services Director, Gary Burkholder, Community Development Director, and Katie Lewallen, Clerk of Council.

PLEDGE OF ALLEGIANCE: Mayor Williams led the pledge of allegiance.

EXCUSE ABSENT MEMBERS: No council members were absent.

ADDITIONS OR CORRECTIONS TO AGENDA: There were no additions or corrections to the amended agenda.

APPROVAL OF AGENDA: Deputy Mayor Lommatzsch motioned to approve the agenda. Mr. Denning seconded the motion. All were in favor; none opposed. **Motion carried.**

WORK SESSION ITEMS:

I) Management Partners – Greg Horn

Mr. Horn stated he hopes they will be in a position to have the announcement out within 10 days if he can get most of his questions answered this evening. He has spoken to some staff, reviewed the website and social media for issues in the city. He wanted to get input from council members on a number of items. They are creating a marketing piece and advertisement for the open city manager position. He asked what some of the attributes that contribute to the quality of life in Riverside and how they market the city. Responses included: the National Air Force Museum, international restaurants (mom-and-pop), housing costs, career technical training and music programs in school district, connection with Metro Park System and bike path, and generations of families. Mr. Horn asked who the large employers were for the area. Responses included: WPAFB, CDO Technologies, and PE Systems along with four large logistic companies. Mr. Burkholder will provide a list of the top 10. Mayor Williams stated that being adjacent to a large federal installation is important to note to candidates early as it makes a difference in the community being aware of things they to accommodate and get to partner with. Deputy Mayor Lommatzsch added that the candidate needs to be conscientious of meeting the needs of non-traditional families, which the school district does an outstanding job. They have a diverse population. In the business realm, they have people who come from all over the world; when they move here there are expectations of what they have had or not had in the past. She added they have strong police and fire departments. Mr. Maxfield added that Sinclair, which is one of the largest if not the largest community college in the state, while not in Riverside is located nearby. It is well known nationally. Students in Carroll, East Dayton Christian, and Stebbins can all earn college credits while still in high school at Sinclair.

Mr. Horn asked if employers were diverse in various industries. Mr. Denning stated the school system is probably their largest single employer. Mayor Williams added that primarily after that it would be service industry jobs. Mrs. Franklin stated she characterized the city as a bedroom community, mostly residential with small service businesses to support those residents. Mr. Horn asked if they were more or less recession-proof. Discussion was held on the type of recession. Ms. Fry stated they did not have a lot of hospitality industry that came to a halt when the pandemic hit. They may have done a little better than other communities. Mayor Williams added they were not as bad off as some neighboring

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communities, but they had not expanded to the point of Kettering. They have been hit hardest in the last 20 years during the sequestration in 2012, when federal government spending came to a halt.

Mr. Horn asked the community expectations on the level of services provided by the municipal government and do any of those service levels have shortfalls today. Deputy Mayor Lommatzsch stated they had three failed road levies in the last three years. Citizens expect that the road in front of their house will be beautiful and flat and road-worthy, and they do not have the money to do that. Discussion was held on the amount of traffic on thoroughfares. Mr. Maxfield added that police and fire are not staffed to where they need to be. Mr. Denning stated that all of their staff is doing the best they can with what they have to work with; he would like six police over three and the fire department to be transitioned to full-time firefighters as they still have part-time staff. There is currently no funding to do this. It is hard to find part-time because they get trained and then move on to full-time elsewhere. Deputy Mayor Lommatzsch stated they need someone strong to reach out to economic development and bring opportunities to the city to increase the income. They can't continue to rely on residents to cough up more money. They need someone innovative to get some of their empty buildings and spaces filled. Mrs. Franklin stated with their community they do not have businesses with the higher paying jobs so their city income tax base isn't as large as some neighboring cities. They cannot collect a city tax from the Base either.

Mr. Horn asked council the major policy, infrastructure, or financial issues facing the community that need addressed in the next 5 – 10 years. Mr. Denning replied that residential roads are the biggest issue. He commented that Ms. Bartlett has done a great job with public services and roadways with regards to connections and grants and funding. Deputy Mayor Lommatzsch added that much of their infrastructure for water is ancient and outdated, but that is all with Montgomery County. They continually have water main breaks, and it has occurred where they have repaved a street and a month later there is a water main break and the county is patching new asphalt. The county does coordinate with the city engineer, but they have a lot of work to do to control the water. They need to address the water runoff from the creek; they have had storm water on their agenda for nearly 10 years and how they will control it. They haven't been able to come up with a plan. Mr. Denning added some areas still are on septic systems. Mr. Maxfield added they will also need to make a decision on the buildings they own as they own 5100 and 5200 Springfield Street. Mayor Williams stated they will need to make a decision on it with the guidance of a manager because they house larger employers, but the city shouldn't be a property manager.

Mr. Horn asked about other items on their radar: comprehensive plan, thoroughfare plan, ADA compliance, and accessibility planning. Mayor Williams stated those are front of mind for them. He explained the land use plan is 16 years old, and they could use a comprehensive plan to capitalize on economic opportunities with the best and highest uses of their remaining open space and reuse possibilities. The ADA compliance is something they want to mindful of to be the best city and council for all of the citizens. This needs to be frequently reviewed. He discussed the various plans that will be brought up front and center to the candidate.

Mr. Horn asked when they talk about hiring a new manager are they looking for a generalist or for someone who can address certain issues the community is facing. He provided various strengths they may be looking for and asked what each was looking for. Replies included: strong economic development, understanding community/citizens, financial understanding, strong backbone, planning, communication, understanding of being a first-ring suburb, development/redevelopment, and being a part of the community. Mr. Denning added that bringing in a lot of money doesn't help if it is not spent properly. Mr. Horn asked for the debt level of the community and bond rating. Mr. Carpenter stated the city does not have much of a bond rating. They have not been doing a lot of borrowing though they have additional borrowing to do. Deputy Mayor Lommatzsch stated she hopes the new manager will be a stakeholder in the community on involvement; the current manager volunteers a lot of his time in the community. This is a personality not all city managers have. Mr. Horn

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asked how much they want their manager to be the face of the community, and where do they want the focus more internal or external or both at the same level. Mrs. Franklin stated they have some good directors; it will come down to the new manager coming in and evaluating staff and how they feel about it. She believes the city manager needs to be networking in the community, too. Relationships need to be made with other city managers and people at the county level. Ms. Fry stated the external focus would be on solving the problems in the community. There is value in being a regional player, but she thinks the higher priority is the challenges residents are facing. Mayor Williams stated he is hiring someone to do the job not be his best friend. If there is a resume and track record showing achievement in a municipality similar to Riverside, he isn't worried if they are introverted or if they talk a lot. Mr. Horn stated they have applicants that will run the spectrum. Mayor Williams stated he wants someone that he can show has done some of the things they are looking to be able to do in Riverside. Mr. Maxfield added the person needs to have effective leadership. Ms. Fry stated the character she guards against is someone who just wants to be a caretaker; a keep the lights on person. Mr. Horn stated the fit for the next 5 – 10 years may not be the same as the last five years. Deputy Mayor Lommatzsch stated she has been through several interviews with city managers and other areas and she does not want someone coming in to retire. She stated they did pass up an opportunity with a young man with no experience who is now proving himself in the region to be a real powerbroker. Everyone was scared because he was young and didn't have a record; they missed an opportunity. She added they may want someone who is looking forward to going somewhere bigger and better after proving themselves in Riverside.

Mr. Horn asked what level experience they were looking for. Are they looking for someone who has been a city manager or an assistant city manager or someone who has been a department head and is on the way up the ladder with a record of accomplishment? Mr. Maxfield stated it is important to have someone who has some type of a proven track record. Sometimes people can put stuff on a resume or interview well, but isn't the type of person they want. They will need to dig into the references and what they have done. It has to be someone who has experience with a similar community that would be nice. Discussion was held on prior experience of a potential candidate. Mr. Denning stated he wanted someone who is able to come in and work with staff and know what needs to get done and be able to say if someone is fitting or not. Mayor Williams stated the candidate would have some executive leadership experience or department level leadership. Mrs. Franklin stated if they find a candidate and see what they have done in a city of comparable size or even a bigger city and bring the same concept they like that is what she is looking for, the accomplishments. Ms. Fry stated the type of city a candidate comes from is important. She would like a candidate from a first ring suburb or a metropolitan center. Mr. Horn reiterated they would not rule out a department head; council would like someone from the same or larger community, assistant city manager or city manager. He asked if from the city manager job description were they still looking for someone with 5 – 7 years' experience. Mayor Williams stated they are probably looking at more of 3 – 5 years, at minimum in leadership in their organization. Mrs. Franklin asked what if they got a candidate not from a government entity. Mayor Williams stated that Management Partners will review that resume and see if it is what the council is looking for. Mr. Horn stated on that they will look at experience and review it as a preference and not as an absolute. He reviewed their city manager job description from 2010. Mayor Williams stated he didn't want to be too literal in the interpretation of the job description and to have Management Partners do their job on reviewing applicants. Mr. Horn asked about the residency requirement they have or if they want to note anything about residency. He stated that some cities go through their law director and have it as part of the contract. Discussion was held on residency. Mrs. Franklin stated from their law director it is not enforceable. Mayor Williams stated he would not want to be on the other side of that when Ohio does not have a requirement. Mr. Horn stated they could go with preferred or even incentivize it. Mayor Williams stated that residency is preferred and serious candidates will understand what that means. The final decision will remain with council. Mr. Horn asked if they wanted to remain silent on it and deal with it during negotiations. Mayor Williams asked if "residency preferred" gives an affirmative

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statement or is that staying silent in Mr. Horn's opinion. How many people is it a first question for? Mr. Horn stated it will be to some candidates; maybe there is a spouse that goes one direction and they go the opposite so they may need to find a central place. He added some people will not apply for a job if they think residency is required. They can word it as residency preferred, but all candidates given serious consideration; council could also deal with it during negotiations.

Mr. Horn asked about the minimum education requirement the council wants as the job description says bachelor degree in administration or related field as a minimum, master of public administration preferred. He stated a vast majority of the communities he deals with require a bachelor degree for a city manager position; most of those list masters degree as a preference. Mrs. Franklin asked if their pay range would come into play with a masters degree requirement. The pay range will narrow down how they move forward. Discussion was held on what the description included. Council decided to remove the specificity of the masters degree and just indicate it as preferred.

Mr. Horn stated he advises clients to make a pay range; it doesn't mean they will start someone at the highest, but a stated range is a positive. Discussion was held on the range that council may wish to have for the city manager position. Ms. Campbell asked if they are able to ask what a candidate expects. Mr. Horn replied that if they are looking at a department head for a community of this size or larger who has made some good accomplishments with a bachelors or masters and have been out there 5 – 6 years and progressing, then taking a new position they would be looking at least a \$10,000 bump from their current job. He reviewed how they would come to a number and compared what department heads made from other cities and villages. Mrs. Franklin stated she is comfortable with the \$120,000 - \$125,000 range, but if she sees a candidate that won't come for less than \$128,000 she may want to keep that candidate. She prefers to invest in the better candidate because in the long run if the candidate can move them forward, then that money comes back to them. Mr. Horn provided them with a few ranges of \$25,000 from bottom to top. He stated they may get a new person who will accept right over \$100,000, but more likely they may want to look in the \$105,00 - \$130,000 range. It will show them the value of the position, a range is established, and there is some growth potential. Mayor Williams stated they should be in the \$105,000 - \$135,000 range; council agreed.

Deputy Mayor Lommatzsch stated that in the area of education there are a lot of programs available in the field that can be taken advantage of training wise that are not college hourly courses. Any candidate who has had initiative to go out and get more professional certification and credentials that would be something she would look at faster than a masters degree at a university. Discussion continued on education and certifications.

Mr. Horn discussed the various places for posting the position: ICMA, OCMA, OML. They serve as secretariat to the National Group of Local Government Hispanic Networks and can post there as well. The most significant cost is ICMA at around \$300 - \$400; the others are \$100 or free. They will start vetting people as they come in; if they warrant serious consideration they will start the process. They believe they need 30 days for proper posting. If council is able to be flexible for interview times, then they will need another 30 days. That is the quickest. Depending on where the next city manager comes from may have some bearing on time.

Mr. Horn recommends giving them 10 resumes. They will not release anyone, but allow them to do the vetting and reviews and then present at most 10 applicants for the first stage. Sometimes it ends up being in the 6 – 8 range, if council is okay with that. They feel first interviews, the top tier the council will want to review before they are gone from the market, will be in the 3 – 4, 4 – 6 range. If council is fine with that, they will go forward with that. Management Partners will provide all the information needed for the interviews: questions, resumes, cover letters, and supplemental information forms. They will also provide a list of 'dos and don'ts' of questions they ask them not to ask. They can also sit in on the interview

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process as the fee includes that. Deputy Mayor Lommatzsch asked if they have spoken with community leaders other than those from the city. Mr. Horn stated he hasn't; he could if they request it, but he was under the impression of the timing and trying to condense this. There have been times they have talked with department heads. It draws the process out. Mayor Williams stated he is comfortable with what he has laid out. He prefers the assistance of Mr. Horn's group during the interviews as well. Council agreed.

Mayor Williams asked if there was anything else he needed from them. Mr. Horn stated he will get with staff on some budgetary questions and will get back to get the list of employers. That is to help build the 4 – 5-page brochure/posting document that they have professionally designed. They will provide it to council within 8 – 9 days and ask them to turn it around as soon as possible so they can post.

Mr. Denning stated that when they start the interview process that nobody goes off on their own and starts interviewing people. Last time they went through this someone called a prospective and they bailed on them because of that. If there are questions that are specific, they should all go through the mayor and there is one voice. Discussion was held on council handles this process as a whole and not individuals.

Council took a five-minute recess.

II) Future Revenue – Andrew Brossart

Mr. Brossart of Bradley Payne stated they are a municipal advisory firm and have worked with Riverside a number of years. Mr. Carpenter asked him to share affordability issues related to future financing and provide an overview. He reviewed the historical free cash flow by major fund from 2015: general fund, fire fund, street/public service fund, and police fund. The general fund shows at the end of the year how much excess revenue they have after covering all expenses and transfers out. That is the healthiest fund on a net excess basis, \$3.0 million in the balance today. The fire and police funds have had ups and downs with excesses. The balances in each are fairly low as is the street and public service fund. The question was put to them in terms of how much the city could borrow over time. They did a borrow last year or in 2019 in terms of the bond issue they completed to match some grant money and do some street improvements. That was a little over a million dollars. In terms of affordability going forward until some other bonds drop off, they are looking at fixed expenses at this point in time. The other expenses grow in terms of wages, benefits, and those types of things. They are in a situation where unless they drew down on the general fund; they could do \$3.0 million, but it would be difficult and risky. They are probably in the \$1.0 million to finance or support debt service obligation. Interest rates are extremely low, but they haven't established a rating for the city because they city hasn't been in a borrowing need on a fixed-rate, long-term basis. In the past they have only had the non-tax revenue note, a yearly renewal. It takes a lot of effort, time and upkeep to establish a rating.

Ms. Fry asked if those numbers reflect debts at all. Mr. Brossart stated at the end of the day and everything has been paid how much they have left. Ms. Fry asked if they owed money then it is not reflected in the charts. Mr. Brossart replied that it isn't reflected in the charts, but the payments would be reflected in the net income numbers. He stated there isn't enough flexibility there. Two things he is concerned about: 1. Capital needs and 2. Reliant on income tax as a community but in terms of concentration risk there is not a huge amount of concentration risk as they are a residential type of community. Given those numbers outside of the general fund and the fund balance, it is not a healthy situation in terms of what is seen in other communities. The numbers were a snapshot in time, but it does give pause about future borrowings for the city.

Mr. Brossart presented three examples in terms of financing in today's market. The first column is for \$3.0 million LTGO Bond, and what it looks like with repayment over time. They would be looking at about \$200,000/year in repayment of 20 years. The middle column

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represents if they had another revenue stream what would “X” amount of dollars leverage over time for the community. They used the \$800,000 annual budgeting figure. That leverages \$11.8 million (\$11.5 million in today’s market) upfront to do projects. The third column is a \$1.0 million LTGO Bond is about \$65,000 - \$66,000/year in repayment over 20 years. Mayor Williams asked if the interest assumption made was for 2021 with a forecast out. Mr. Brossart stated that is hard to do with the discussion of inflation. Interest rates on the municipal side of the bond world hasn’t had a whole lot of supply so it has kept a ceiling on interest rates increasing. The inflationary data that came out today sounded bad as a headline, but when dug into, it feels more transitionary and not a permanent number. The market moves ahead of time on what they think is going to happen so the market is anticipating what will happen in 2022. When they go to communities about borrowing, they never go to what the marketplace is doing today unless they are a month away from doing that borrowing. In these scenarios, they add a cushion to it.

He provided a snapshot of interest rates for today’s market for the Bond Buyer 20-Bond “General Obligation” GO index. It showed they were at all time lows relative to fixed rates for several years. It came down significantly in the last year, but still relatively stable. He presented a chart showing a yield curve, which is normally more sloped up from left to right, but in this case, there has been a flat yield curve for quite some time. He explained the various lines and the low rates falling under three percent.

Mr. Carpenter stated that they had discussed grants and that there is some work coming that they will need to borrow money. Ms. Bartlett presented the grants she previously mentioned at another meeting. She stated she will need decisions tonight for this year’s grant applications. She mentioned that she needed direction on Honeyleaf Drive as it was bid as an alternate at \$379,470.95. They had approximately \$100,000 surplus from bids after they were tallied. There are possible ARP dollars that can be used for the stormwater portion. The stormwater cost is \$130,382. Total funds they would need to do Honeyleaf are \$149,089. Mrs. Franklin asked if in the original 2021 budget was Honeyleaf in there. Mrs. Bartlett replied no, it was bid as an alternate. Mr. Denning stated they need to get it done. He asked what budget it needed to be in 2021 or 2022. Mrs. Bartlett replied it can be in the 2022 budget. Ms. Fry asked if that would rob money from other opportunities. Mr. Carpenter stated from what he knew at the moment, no, it would be a good use of the money. Discussion was held on other things the needed funds would cover. Ms. Bartlett added it was the second worst street in the Forest Ridge area. Mr. Carpenter stated that all of the planning work for this road has already been done so it has that advantage. It was determined that Honeyleaf should be done. Discussion was held on the financing, the purchase order, and encumbering funds.

Ms. Bartlett stated that stormwater funding is included in the American Rescue Plan (ARP) as a reimbursable expense. Current projects that could benefit from this have total stormwater costs of \$1.6 million. These are projects already on the books to be completed by December 31, 2024. Mr. Carpenter added they need to borrow some money to complete the projects that are already going. They need to keep that in mind along with what Mr. Brossart said with the dollars they need to borrow. The ARP is a tremendous amount of money that can help them complete the objectives.

Ms. Bartlett stated there are three types of grants they are going after this year: the OPWC Grants, Surface Transportation Program Resurfacing Grants, and Highway Safety Improvement Program (HSIP) Grants. She is not submitting on the Surface Transportation Program Grant this year that they got for Woodman from US-35 to Eastman because it is a such a large grant (can apply for up to \$3.0 million). They are still trying to work out financing on the Woodman from Springfield to Airway until that is worked out it is not in their best interest to apply for any other large projects. She reviewed the two OPWC applications: US-35/Woodman, city portion \$690k – requesting 100% grant, no loan; and Olentangy Drive Bridge, city portion \$160k – requesting 100% grant, no loan. Mr. Denning asked what the chances were getting them at 100% versus requesting 90%. Ms. Bartlett on

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the US-35/Woodman interchange they have an excellent chance of getting the \$690,000. She scored them before putting the application together. On Olentangy Drive Bridge, she said the score was 42 or 43 and previously the scores were 39, but there is three points for priority this year so that makes it a 42 and give them the green light to get awarded that grant. Mr. Denning wants to make sure they can get it and that is why he asked. Ms. Bartlett said it is a gamble because they don't know what the other cities have. She stated that even some 38 scores get fully funded. Roadways are scored based on average daily traffic; bridges are scored on based on their structural sufficiency number. They have eight out of ten on this bridge; on Woodman they are getting 10 out of 10.

Ms. Fry asked if other grants were involved in the projects and that is why they have a 'our' portion. Ms. Bartlett confirmed that was correct. On the US-35/Woodman interchange that was an STP grant as it is US, state, and county funded. These projects are slated for a certain year and they can't change that. Ms. Fry asked if this gamble is either they get it all covered or they are stuck with the whole amount and can't wait until next year and apply again. Ms. Bartlett replied that was correct. Ms. Fry asked if there is a way to back off of 100% and it becomes less of a gamble. Ms. Bartlett stated they can ask for 75% grant/25% loan and that would be no risk. She is going by last year and previous year's scores and 39 was the magic number. This bridge even with other municipalities putting their 3 points on a 39 gives them a 42. They will either get a 42 or 43 depending on how the committee reviews it. She explained that if they go for a 25% loan and 75% grant they only gain one point. Mr. Denning asked if they paid anything for the US 35/Woodman Interchange. Ms. Bartlett stated they haven't paid a thing for it.

Ms. Bartlett reviewed the OPWC Joint Application with MCES for the Beverly Gardens Cluster - Bayside/Barrett Phase II: portions of Lawver Lane, Barrett Drive, Trunk Drive, and Travis Drive. The grant would likely pay for 30%. They would not be eligible for any loan because Montgomery County gets the loan in their share of the grant as they are the lead on the project; this is the only way to get part of anything because it is their infrastructure that is controlling it. The cost to the city is \$700,000. These joint projects are great because this one will get a grant of about \$250,000 - \$300,000 and pay out \$700,000, but when they start stacking up the loans a lot of them are going to these joint projects. If they do not like all the grants by the end of the presentation, her advice is to eliminate this one; but, they do have money to cover it.

Ms. Bartlett stated there are two STP Resurfacing Grants she would like to apply for: Valley Street – west of Harshman, and Spinning from Eastman to Burkhardt. This grant is not available every year. Two years ago, the standard was 80% they fund/20% city funds. They would not allow locals to any work; it had to be a straight repaving. This year, because there is Rescue Plan money through MVRPC, they are setting the cap at \$400,000, which a lot of communities can do an entire street for \$400,000. These streets for Riverside total \$700,000 each. With the grant being \$400,000 for each, on Spinning they can assess the curbs back to the owners for \$100,000 or they could use the ARP money to make that grant \$200,000. On Valley Street, they would have to pay \$300,000 for that project as there is no storm water on that. Mrs. Franklin asked for that \$200,000 and \$300,000 they would be looking to finance it. Ms. Bartlett replied they could offset it with ARP funds. They are on the books for \$1.6 million as of now. If they use ARP money for the \$1.6 million then that will free up those funds. The total for all the grants is \$1,450,000, which is less than the \$1.6 million they are saving. Using the ARP makes them not have to get loans; they would not be paying anything.

Ms. Bartlett stated on the HSIP applications, they do not stand as good of a chance to get these. It is something they can apply for and if they don't get it this year, they can apply again and salvage a lot of the application. She has money in her budget for doing the applications. Both projects would be 90% funded by ODOT and 10% local match. Project 1 is Harshman/Route 4 on ramp and two other guardrail related projects on SR 202. Funding is not available until 2024-25; the 10% local match would come out of the 2024 or 2025 budget. It would not be more than \$50,000 as projects cannot exceed \$500,000. Mr. Denning

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asked if OPWC grants can be used for the city's 10%. Ms. Bartlett replied they could, but for \$50,000 she doesn't know that it would be worth it. She would use OPWC funds for the next project. Project 2 is the Harshman/Valley and Harshman/Beatrice intersections and looking at the roadway between the two as they have access control issues there. That segment of roadway has as many accidents as the Airway/Woodman intersection. Funding will be available in 2024-25 with the local match at approximately \$200,000; the project will cost \$2.0 million.

She reviewed the total for all being at \$1.45 million. She stated she needed decisions on what she is to pursue. Mr. Carpenter stated the other part of that is the current projects they have, they will need to borrow somewhere around \$3.0 million. Mr. Brossart explained that could be a challenge for them. Ms. Fry asked what the maximum amount of debt they can reasonably carry and how close are they to that. Mr. Carpenter stated that \$3.0 million more would be a challenge for the city. Mr. Maxfield stated if they use the ARP money for this; they essentially wouldn't have to borrow as much money, potentially. Mr. Carpenter stated his thinking is to use ARP dollars towards projects they currently have on the books. The ones reviewed tonight are all new. Discussion was held over the current and new projects. Mrs. Franklin asked if she takes the ARP dollars out of the PowerPoint what is she looking to borrow. Ms. Bartlett replied \$1.45 million. Mrs. Franklin asked where the \$3.0 million comes in. Mr. Carpenter stated that is for current projects. Ms. Bartlett stated in 2022, they will need \$3.0 million. Mr. Maxfield stated if they use ARP dollars on current projects then they will only need to borrow the \$1.5 million. Mr. Carpenter replied that was correct. Ms. Campbell asked about all the streets for the levy and how that will be covered before doing this. Ms. Bartlett replied they won't; these are grant dollars that only can be used on certain streets. Ms. Fry stated they are planning to use ARP money to drop the borrowing to \$1.5 million that they can handle, and this \$1.45 million for new projects is above and beyond that. Mr. Carpenter added there are also grants from OPWC that can potentially reduce that cost as well. Mr. Bartlett stated that the STP Resurfacing projects of \$500,000 and the HSIP projects of \$250,000 can both be reduced with OPWC grants. This money is not needed now or until 2024-25.

Mr. Denning asked if they cut the \$700,000 grant with OPWC and the joint project what happens to those streets is they go through and fix the water lines, and they are just patched. Ms. Bartlett replied that was correct. Ms. Fry asked how much the project would cost if they have to later resurface. Ms. Bartlett stated it would be \$1.0 million because they would expect to get \$250,000 - \$300,000 in grant money with that. Mrs. Franklin asked why that would be the project she would cut since it is a joint project. Ms. Bartlett replied they did not have any other way to come up with the money other than to borrow it, and it is residential streets. She discussed how residential streets are getting worse. Ms. Campbell asked if they were putting a levy back out there. Ms. Bartlett replied she didn't think so. Mrs. Franklin stated there will be more water projects and some gas projects are coming through in the Spinning Road area so those roads will be torn up. It was discussed before. This is where they are.

Audio was lost at time stamped 2:39:05 until 3:40:01.

From notes:

Council determined that they needed to think on these projects and discuss/decide next week at the council meeting how they should proceed.

Mr. Carpenter presented a 1% income tax with 100% credit scenario. The city would receive approximately \$3.7 million in tax dollars dedicated to police and fire. This would reduce the general fund transfer to the police and fire funds by 50% or \$1.8 million. Each department presented how the funds would be used should there be a 1% income tax with 100% credit. Mr. Carpenter reviewed that an income tax increase of .5% , .75% and 1% would yield with an income tax credit reduction.

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III) Rules of Council Handbook

Mrs. Franklin stated that they do get new council member training with OML, but a lot of times it doesn't happen until a few months after a person is on council. She suggested the handbook as a part of a new orientation for council members. She stated that the law director has reviewed it and suggested adding a social media piece as the charter and ordinances do not cover social media. She discussed the reference marks she put in the book that point to ordinances and rules that council already has as well as the charter. She stated they are allowed to make their own rules as stated by the charter. She stated her and Ms. Fry began discussing this because the council has rules all over the place and there is no coherent document where it can be for a council member to find. It also reads better.

Ms. Campbell stated she asked one time before if they can change their rules and she said she was told no. Mrs. Franklin replied that many of them would like to know where they were. The council, as a body, can change rules as long as they don't conflict with the charter or ordinances that are already established. She mentioned that in 2010 it was mentioned that council's rules were embedded in the administrative code. She stated they aren't the administration; they are council. The comment that came back regarding this was that the city manager asked council to remove them from the administrative code as it is not a normal procedure and not what other cities do. The lawyer said, "The following information the City of Riverside you will find the council rules and procedures for the following (list provided). My purpose in providing the rules and procedures from the aforementioned communities is that their rules and procedures are not embedded within their administrative code and are much more easier to read, follow, and understand. It is my understanding from council's discussion on February 9, 2010, that you will review this information and make a decision." Ms. Campbell asked for an extra copy to follow along with Mrs. Franklin. Mrs. Franklin asked if she wanted a copy of the letter she read. Discussion was held on the copies council had. Ms. Fry stated the goal is to provide oncoming council members with an overview; it references the stuff they already do and already in the code. It is pulling it together in a digestible format. Mrs. Franklin stated the research and referencing she did to put the book together. Ms. Campbell asked about if she compared it to Robert's Rules of Order. Mrs. Franklin explained that Robert's Rules are not law. They don't have to use them. Mr. Maxfield stated that Robert's Rules are a formality on how you run a meeting. Mrs. Franklin stated that they can choose to do something outside of Robert's Rules. If it is not stated in council rules, then they default to the rule in Robert's Rules as per the charter.

Ms. Campbell asked when a motion is made and someone seconds it, if they want it to die then they should not second it. Mayor Williams stated if a motion is seconded then the question has to be called. Ms. Campbell questioned if a mayor could second a motion since that position is a tie breaker. Discussion was held that the Mayor can bring a motion, second it, and is an equal member of council. The charter gives this right. Mrs. Franklin stated other municipalities use the exact same verbiage. She stated she would like to see legislation come forward so they can get this on the books. She is not emotionally attached to it and can change items. Ms. Fry stated she wanted to know how she as a council person introduces legislation on the agenda as it is informal how it is currently done. Discussion was held on bringing an item to the agenda. Mrs. Franklin stated they need to bring it back to the point at least three members want to discuss it because if just one person wants it and the rest do not, they will have to sit through a whole discussion. Moving forward, in the comments at the end of the meeting if there is something they would like to discuss then somebody says it and if there is backing of two or more then it comes forward. Discussion was held on not using the clerk to put an item on the agenda as that is not a duty of that position. Council should discuss directly with the city manager an item they want on the agenda.

Mr. Denning asked why boards and commissions are in the council rules as in the charter they have their own rules. He thinks the packet should say 'orientation' that tells them the rules. Mayor Williams stated there still needs to be a book. He discussed that at the beginning

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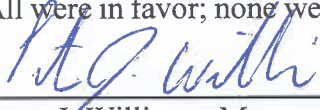
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it lists the dates and times of their meetings, but that happens at the beginning of each year. Mrs. Franklin stated that the book should be brought to the first meeting of each year and if there is something changed at that time they change it in the book and a new copy goes out. Mr. Denning replied that it changes the way he viewed the book as he thought it was something that would be passed down year to year rather than be printed annually. Mr. Denning had a question about emergency meetings and who can call it. Discussion was held on emergency meetings and special meetings and having that addressed in the handbook.

Audio cut out at 4:01:59.

ADJOURNMENT: Mr. Maxfield motioned to adjourn. Mr. Denning seconded the motion. All were in favor; none were opposed. **Motion carried.** The meeting adjourned at 10:05 pm.


Peter J. Williams, Mayor


Clerk of Council